

# Six-Panel Brochure for British Castle Tours





You need to create a six-panel brochure on tours of the United Kingdom. Page 1 of the document consists of the inside three panels of the brochure (panels 1, 2, and 3), and page 2 consists of the folded-over panel, the back panel, and the front panel (panels 4, 5, and 6). To create the brochure for British Castle Tours, you need to **Set Up the Brochure**, **Create Page 1**, and then **Create Page 2**. The completed brochure is shown in Figure B-10 and Figure B-11 on pages 39 and 41.

## Activity:

### Set Up the Brochure

You need to set up the brochure in landscape orientation, create a header and footer that appear only on the first page of the brochure, and then insert and modify a clip-art picture in the footer.

#### Steps:

1. Open a new blank document in Word, click the **Page Layout** tab, select **Landscape orientation**, select the **Narrow** margin setting (all four margins at 0.5"), then save the document as **British Castle Tours Brochure** in the location where you store your Data Files
2. Click the **Home** tab, right-click **Normal** in the Styles gallery, modify the Normal style so that the font is **Arial**, then modify the **Heading 1** style so the font is **Arial** and the font size is **16 pt**
3. Switch to **Page Width** view, insert a header using the **Blank** style, then click the **Different First Page** check box in the Options group to select it
4. Click the **Insert** tab, click the **Shapes** button in the Illustrations group, click the **Line** button , hold down **[Shift]**, then draw a **straight line** in the header to the right margin as shown in Figure B-8
5. With the line still selected, click the **Shape Outline** list arrow , click **Blue, Accent 1, Darker 50%**, click  again, click **Pattern**, select the **Light upward diagonal pattern** (second row of the third column), click **OK**, click , point to **Weight**, then select the **6 pt** style
6. Click the **Header & Footer Tools Design** tab, click the **Go to Footer** button, click the **Clip Art** button in the Insert group, type **United Kingdom** in the Search for text box, click the **Results should be list** arrow, click the **Photographs** check box to deselect it, verify that **All collections** appears in the Search in text box, click **Go**, then find and insert the picture of the map shown in Figure B-9  
*You will need to scroll down to find the picture, which shows the United Kingdom map filled with green shading. When you insert the picture, it will appear larger than the picture shown in Figure B-9.*
7. Select the contents of the **Height** text box in the Size group, enter **1"** as the height, click **Text Wrapping** in the Arrange group, click **In Front of Text**, then drag the clip-art picture to position it as shown in Figure B-9
8. Double-click in the document to exit the footer, click the **Results should be list** arrow in the Clip Art task pane, select the **Photographs** check box, close the Clip Art task pane, then save the document

#### Hint



You press and hold the **[Shift]** key while you draw the line to keep the line straight.

#### Trouble

If no results appear, click **Go** a second time.

FIGURE B-8: Drawing a line

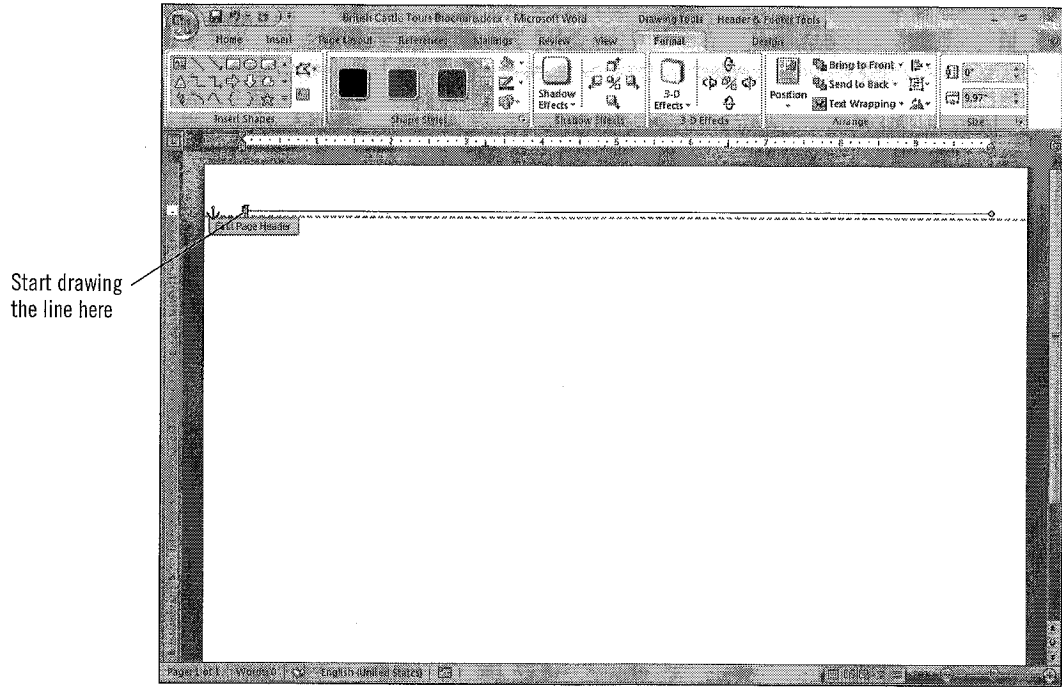
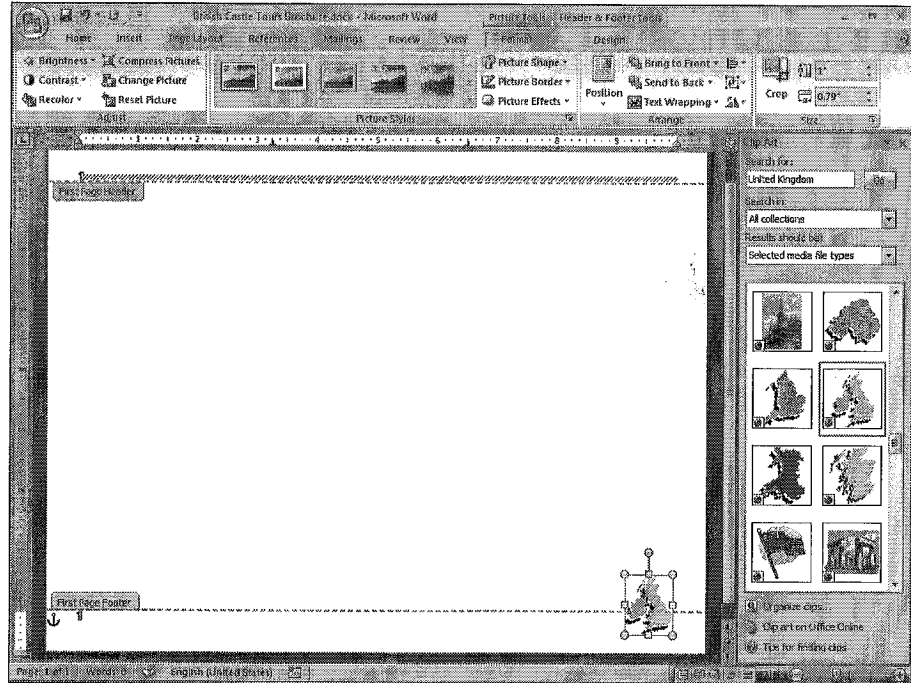


FIGURE B-9: First page footer



## Activity:

## Create Page 1

Although many brochures display all information in a three-column format, you decide to create a more interesting effect by formatting the text in two columns of uneven width. Page 1 of the British Castle Tours brochure appears in Figure B-10. As you can see, the text appears in two columns of uneven width. Column 1 is about 3" wide, and column 2 is a little more than double that width. You need to format the columns, then enter the text for columns 1 and 2. After you create the text for column 1, you need to insert and modify a clip-art picture, and after you create the text for column 2, you need to insert drop caps to spell "Castle."

## Steps:

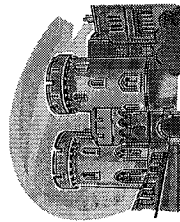
1. With the insertion point positioned at the top of the document, click the **Page Layout** tab, click **Columns** in the Page Setup group, then click the **Left** column type  
*The Left column type formats the document in two uneven columns, with the narrower column to the left.*
2. Switch to 100% view, click the **Home** tab, click **Heading 1** in the Styles group, type **Tour Description**, press [Enter], then type the first four paragraphs of text (through "bacon, eggs, and fried bread.") shown in Figure B-10  
*The text will flow to column 2 as you type. You will adjust how the text wraps between columns in Step 4.*
3. Click at the **beginning of paragraph 3** (which starts "Sharon McCarthy..."), click the **Insert** tab, click the **Clip Art** button in the Illustrations group, enter **Windsor Castle** in the Search for text box, insert the clip-art picture shown in Figure B-10, right-click the picture, point to **Text Wrapping**, click **Square**, set the Height at 1.3" in the Size group, then use your mouse and arrow keys to position the picture in column 1 as shown in Figure B-10
4. Close the Clip Art task pane, click at the **beginning of paragraph 4** ("After a day..."), press [Enter], click at the **end of the fourth paragraph** ("...fried bread."), press [Enter], apply **Heading 1**, then type **Moments to Remember**
5. Press [Enter], type the paragraph that begins "Here are just...", press [Enter], then type the remaining six paragraphs of text, typing the letters that appear as drop caps normally, and pressing [Enter] once between each paragraph
6. Select the text from "Chart a course" to "homes and palaces," click the **Page Layout** tab, then change the After spacing to **24 pt**
7. Click in the paragraph that begins "Chart a course...", click the **Insert** tab, click **Drop Cap** in the Text group, then click **Dropped**
8. Repeat the process to add drop caps to each of the paragraphs shown in Figure B-10, then save the document

### Tour Description

British Castle Tours, Inc., is proud to offer two-week tours of the great castles and stately homes of England, Scotland, and Wales. These tours will appeal to you if you are longing to experience the United Kingdom and its wealth of history, but you *don't* want to worry about arranging transportation and accommodations, and you *don't* want to spend your vacation on a crowded tour bus.

Each British Castle Tour is limited to 20 people. To keep costs down and make your travel experience as authentic as possible, you travel on local buses and trains and stay in comfortable one- and two-star bed and breakfasts.

Sharon McCarthy, our experienced guide and historian, takes care of all the travel details as she



escorts you through the great houses and castles of the United Kingdom. Our tour takes you from Windsor Castle, home of the Queen, north through the heartland of England to mystical Edinburgh Castle in Scotland and from there to the castle strongholds of Northern Wales.

After a day touring the stately homes and castles of Britain, you can relax with a pint of best bitter in a charming pub and then take a stroll down winding country lanes. Sleep comfortably in cozy bed and breakfasts and awake each morning to the legendary full English breakfast complete with bacon, eggs, and fried bread.

### Moments to Remember

Here are just some of the moments you will share with other history lovers on our British Castle Tour:

**C**hart a course through British history as you wander the crumbling hallways of castles that were new a thousand years ago.

**A**ppreciate firsthand the warm hospitality of your British hosts at family-run bed and breakfasts where the beds are comfortable and the company is cheerful.

**S**ettle down with a good book by a roaring fire in an Elizabethan inn, then sleep in a four-poster bed straight out of a Jane Austen novel.

**T**ake time out to enjoy an English cream tea with strawberries and clotted cream, then feast on the best salmon in the world—caught fresh from a Scottish mountain stream.

**L**inger atop the battlements of Camarvon Castle and imagine ancient sieges as the sun dips below the Welsh hills.

**E**njoy touring sumptuous gardens and marveling at the wealth of art treasures in stately homes and palaces.




Activity:

## Create Page 2

Page 2 of the British Castle Tours brochure is shown in Figure B-11. You need to select the three-column format, then insert a table, a WordArt object, and a photograph.

Steps:

1. Click at the end of the final paragraph on page 1, click the **Page Layout** tab, click **Breaks** in the Page Setup group, click **Column**, click **Columns** in the Page Setup group, click **More Columns**, click **Three**, click the **Apply to list arrow**, click **This point forward**, then click **OK**
2. Click the **Home** tab, select the **Heading 1** style, type **Tour Itinerary**, press **[Enter]**, then type the first two paragraphs of text as shown in Figure B-11
3. Press **[Enter]** after the second paragraph, insert a table with **3 columns** and **17 rows**, select the table, change the font size of the text to **9 pt** and the line spacing to **1.5**, enter the text shown in Figure B-11, select the table, apply the **Medium Shading 1 - Accent 5** table design (turquoise), then use the pointer to modify the column sizes so the table appears as shown in Figure B-11
4. Click below the table, insert a **column break**, type and center the text as shown in the box at the top of column 2 in Figure B-11, press **[Enter]** twice, select all the text from **Tour Cost** through **"...meals are not included."**, click the **Page Layout** tab, click **Page Borders** in the Page Background group, click the **Borders** tab, click **Box**, click **Options**, set the From text Top and Bottom settings to **4 pt**, then click **OK** twice
5. Click the last paragraph mark in column 2, press **[Enter]** three times, then enter the remaining text for column 2 as shown in Figure B-11, pressing **[Shift][Enter]** after each line to insert manual line breaks, and including your name where indicated
6. Insert a column break following your name, click the **Insert** tab, click the **WordArt** button in the Text group, select the style in column 1, row 5 (the last row), type **British Castle Tours** on three lines, select the **Arial Black** font, then click **OK**
7. Set the Height of the WordArt object at **3"**, set the Width at **2.4"**, click the **Shape Fill** list arrow , point to **Gradient**, click **More Gradients**, click the **Preset colors** list arrow, select **Gold**, then click **OK**
8. Click to the right of the WordArt object to deselect it, press **[Enter]**, click the **Insert** tab, click the **Picture** button in the Illustrations group, navigate to the location where you store your Data Files, double-click **Tower.jpg**, set the height of the picture at **2.7"**, then center it
9. Right-click the picture, click **Insert Caption**, click **New Label**, type **Tower of London**, click **OK**, verify that the **Exclude label from the Caption** checkbox is not selected, click **OK**, then press **[Backspace]** three times to remove the "1" and the extra spaces
10. Compare page 2 to Figure B-11, make any spacing adjustments required, check the spelling, save and print a copy, then close the document

*If possible, print the brochure on two sides of the same sheet of paper. If you cannot do so, place the two printed pages back to back, staple them, then fold them so that "British Castle Tours" appears on the front panel and the contact information appears on the back panel.*



### Hint

By inserting manual line breaks, you keep all the lines single-spaced with no Before or After spacing.



### Trouble

To center the picture, click the **Home** tab, then click the **Center** button in the Paragraph group.



### Additional Practice

For additional practice with the skills presented in this project, complete Independent Challenge 2.

FIGURE B-11: Page 2 complete

# British Castle Tours



Tower of London

Tour Cost: \$4,400 per person

Cost includes travel insurance, accommodations, transportation, museum entrance fees, and six full-course dinners. Airfare to London and all additional meals are not included.

Call (415) 555-1223 to book your  
British Castle Tour

British Castle Tours, Inc.  
Dundas Street West  
Toronto, ON M5W 1E7  
[www.britishcastletours.ca](http://www.britishcastletours.ca)  
Your Name

## Tour Itinerary

You can choose from four tour dates: May 16 to May 31, June 15 to June 30, July 16 to July 31, or September 15 to September 30.

The tour starts and ends in London. The following itinerary lists only those activities in which your guide accompanies you. You will also have plenty of time to explore on your own.

Day	Overnight	Sites
Day 1	London	Tower of London
Day 2	London	Westminster Abbey
Day 3	Arun del	Arun del Castle
Day 4	Maidstone	Leeds Castle
Day 5	Windsor	Windsor Castle
Day 6	Oxford	Blenheim Palace
Day 7	Stafford	Warwick Castle
Day 8	Northumbria	Bamburgh Castle
Day 9	Edinburgh	Edinburgh Castle
Day 10	Aberdeen	Craiglevar Castle
Day 11	Stirling	Stirling Castle
Day 12	Camaron	Camaron Castle
Day 13	Conwy	Conwy Castle
Day 14	Hartech	Hartech Castle
Day 15	Cardiff	Cardiff Castle
Day 16	London	Farewell Banquet